



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

January 2020 Training Opportunities – Space Available

Join OHR for these professional development training courses.

Course Title	Audience	Date	Time	Location
EEO and Diversity Management Class 2020-01-06	Mandatory for Managers & Supervisors	January 6th	9 a.m. – 12 p.m.	Training Center
Limited English Proficiency (LEP) Class 2019-12-12	Mandatory for all Frontline Staff	January 12th	1 – 4 p.m.	Training Center
ERS Applying for Retirement – A, E, F, G, J- Class 2020-01-08 Retire on 3/1/20	All Employees	January 8th	9:30 – 11 a.m.	Rockville Memorial Library 1st floor
Health Insurance Applying for Retirement Class 2020-01-08 Retire on 3/1/20	All Employees	January 8th	11 a.m. – 12:30 p.m.	Rockville Memorial Library 1st floor
FMLA and Me Class 2020-01-14	All Employees	January 14th	9:30 a.m. – 12 p.m.	Training Center
ERS Retirement Planning- ERS Groups A, E, F, G, H, J, Class 2020-01-15	All Employees	January 15th	9:30 – 11 a.m.	Rockville Memorial Library 1st floor
Health Insurance Planning Class 2020-01-15	All Employees	January 15th	11 a.m. – 12:30 p.m.	Rockville Memorial Library 1st floor
dataMontgomery Open Lab Training Class 2020-01-21	All Employees	January 21st	10 – 11 a.m.	Procurement Department Computer Training Lab
Preventing Workplace Harassment Class 2020-01-21	Mandatory for all Employees	January 21st	9 a.m. – 12 p.m.	EOB
Overview of Contract Administration Class 2020-01-22	Mandatory for All MLS and Contract Administrators	January 22nd	1 – 4 p.m.	Training Center
Preventing Workplace Harassment Class 2020-01-23	Mandatory for all Employees	January 23rd	9 a.m. – 12 p.m.	EOB
Time Management: Self-Management Class 2020-01-28	All Employees	January 28th	9 a.m. – 12 p.m.	Training Center

FY20 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name, entering one word from the title, and register for your desired course.

Locations

- Executive Office Building (EOB), Lobby Level Auditorium, 101 Monroe Street, Rockville, MD 20850
- Rockville Memorial Library, 1st Floor Meeting Room, 21 Maryland Avenue, Rockville, MD 20850
- Training and Organizational Development Center, Suite 102, 255 Rockville Pike, Rockville, MD 20850
- Procurement Department Computer Training Lab, Suite 180, 255 Rockville Pike, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.